

"PRINCIPLES AND PRACTICES OF EXECUTIVE LEADERSHIP"

In this part of the course, representative members of the food service industries will confront a University staff member with some challenging problems.

From the University: Dr. Robert Joyner,
Department of Psychology.

February 9th

EMPLOYEE RELATIONS:

What is a day's work? Practical techniques of personnel administration.

February 16th

EMPLOYEE RELATIONS:

Effective methods of employee training. Tools and Tactics.

February 23rd

EMPLOYEE RELATIONS:

The problem employee—the employee with a problem.
Talking sense—and sensing feelings.

March 1st

PUBLIC RELATIONS:

Here's what you can do about it.
(For this meeting, a specialist in public relations will join the group.)



UNIVERSITY OF TORONTO
UNIVERSITY EXTENSION

Winter Term 1960

COURSE IN

ADMINISTRATION
IN FOOD SERVICES

Offered in co-operation with the
CANADIAN RESTAURANT ASSOCIATION
TORONTO AND DISTRICT BRANCH

P80 0220
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ADMINISTRATION IN FOOD SERVICES

Tuesdays

8 Lectures

This course, a series of lectures dealing with basic principles of administration, is designed to stimulate thought and action among people holding executive or supervisory positions in the Food Service Industry.

Recognizing its broad responsibilities to the Canadian public, the Toronto and District Branch of the Canadian Restaurant Association, together with the Division of University Extension, has developed this short course in administration.

Enrolment will be limited to 75 students.

COURSE CHAIRMAN

Gus Boukydis, Jr.
Diana Sweets Limited

Educational Committee

CHAIRMAN: Miss Dorothy J. Tyers
CO-CHAIRMAN: Miss M. Gladys Martin

PLACE: Room 103, School of Nursing
(Russell Street Entrance)

TIME: 8.00 p.m. Tuesdays, beginning January 12th

FEE: \$15.00

REGISTRATION

By mail or in person at Room 207, 65 St. George Street, 9 a.m. to 5 p.m. daily except Saturdays. Application forms may be obtained by writing The Director, University Extension, 65 St. George Street, or by telephoning WALnut 3-6611, Locals 301, 307.

PROGRAMME

"THE FUNCTIONS OF MANAGEMENT"

January 12th

PRODUCTION

Management Planning with the Economic Outlook.

LECTURER: Miss Dorothy M. Shantz,
Executive Dietitian,
Canadian Food Products Sales Ltd.

January 19th

LAYOUT AND EQUIPMENT

Location; "Flow" planning for food services and production; principles applied in modern installations.

LECTURER: Mr. Richard Flambert,
Flambert and Flambert,
San Francisco, California.

January 26th

CONTROL

Quality Food; establishing and organizing to accomplish objectives.

LECTURER: Dr. Barbara A. McLaren,
Director,
Faculty of Household Science,
University of Toronto.

February 2nd

FINANCE

Establishing sensible cost units for cost control. Standards—key to efficiency.

LECTURER: Mr. Alex Jarvis,
General Service Manager,
Aero Catcrers Ltd.